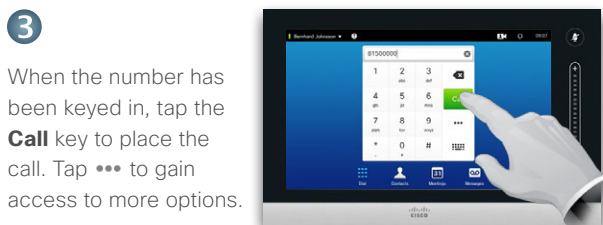
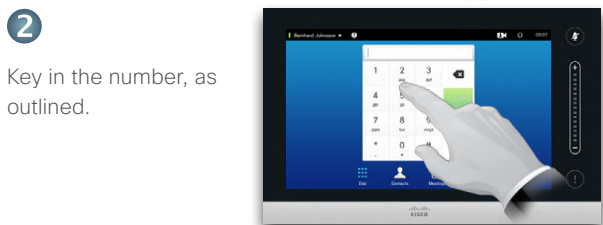
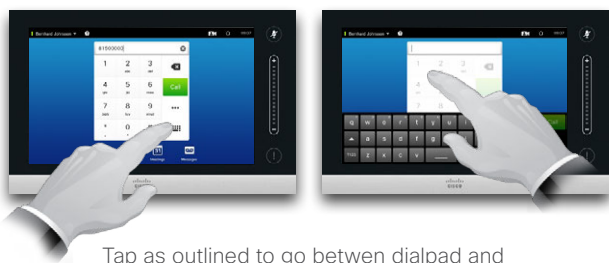


Calling someone



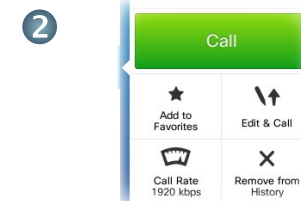
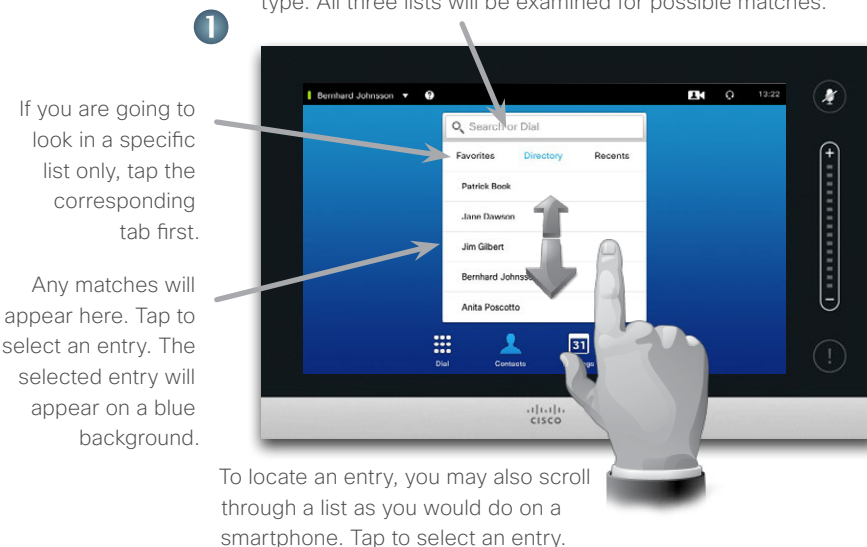
Keyboard layout



Tap as outlined to go between dialpad and alphanumerical keyboard.

Using the list of contacts to call

To search for someone, tap here to invoke the virtual keyboard and then key in the name or number. Matches will appear as you type. All three lists will be examined for possible matches.

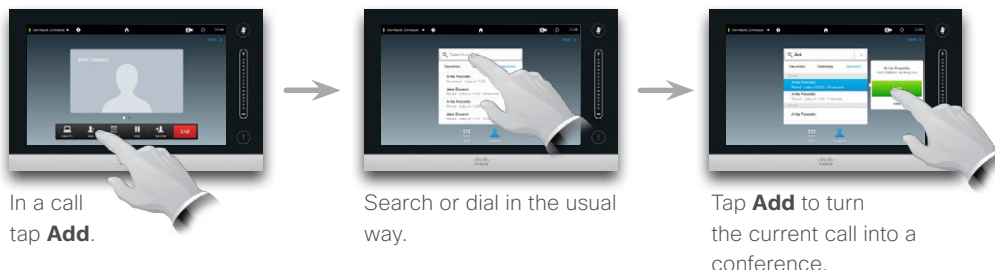


When an entry has been located and selected the **Call** menu will appear.

Tap **Call** to place the call. There are some options available. These are always context sensitive, which means that meaningless options are not shown. For example **Add to Favorites** is not available for entries already residing in the list of *Favorites*.

Initiating a video conference (optional feature)

Method A (Multisite):

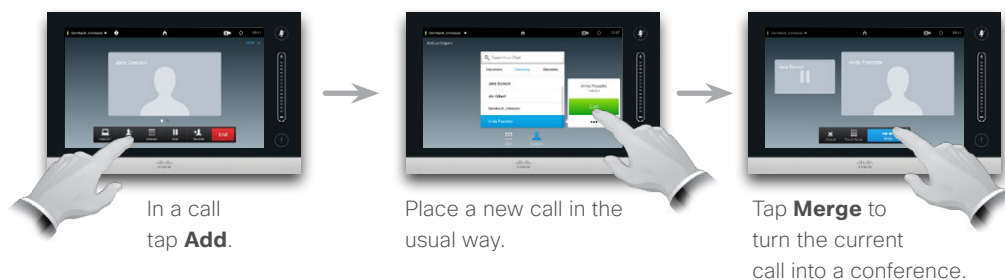


Repeat the procedure to add more participants.



Tap **END** to terminate the conference.

Method B (MultiWay/CUCM):



Repeat the procedure to add more participants.



Tap **END** to terminate the conference.

Sharing content



You must be in a call to be able to do this. Make sure your presentation source is switched on and connected to the video system before you tap **Presentation**.

1

Tap **View PC**, as outlined.



2

Tap **Present**. You should now see the presentation on the screen.



3

When the presentation is over, tap **Stop Presenting**, as outlined.



Want to share a document?

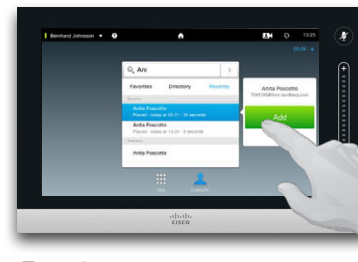


Place document as shown and tilt camera as shown to share a document.

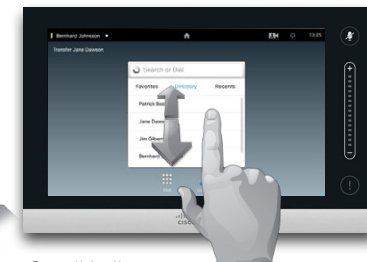
A tour of the Touch pad



Tap the touch screen to wake up the system, if needed.



Tap a button to activate its function.



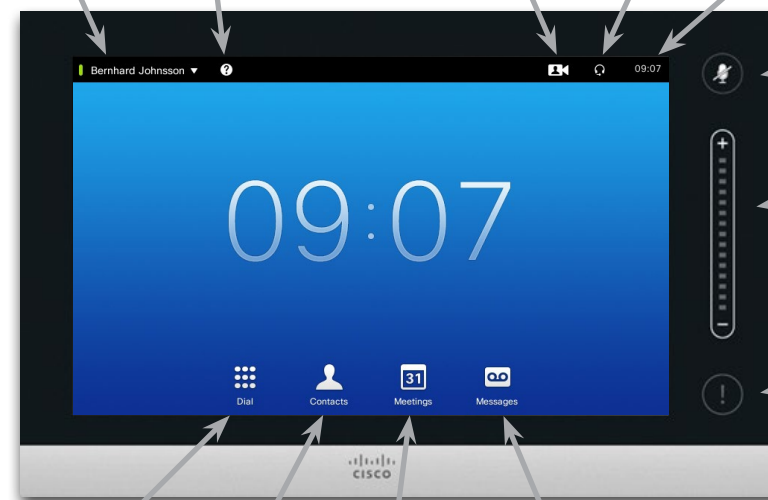
Scroll in lists as outlined.

Tap here to activate / deactivate the *Do not disturb* feature, to activate / deactivate the *Standby* feature, and to access the Settings.

Tap here to invoke help desk contact, if available.

Tap here to select between loudspeaker and headphones.

Time of day.



Tap to mute / unmute microphone.

Adjust volume here (tap and drag).

Any messages to you while you were away will be indicated here.

Tap here to invoke the dial pad.

Tap here to invoke the list of contacts including *Favorites*, *Directory* and *History*.

Tap here to invoke a list of upcoming scheduled meetings.

Tap here to invoke the voice mail system, if applicable.